



Welcome to the College of Direct Support. If you would like to take advantage of the CDS curriculum on the Virginia CDS site you will need to provide the information requested on the attached form. Once you have completed the form, please email or fax it to Annie Woodruff at: awood@mcstrategies.com and copy Donna Kosak at: dkosa@mcstrategies.com.

Once your information form is received, an administrative addendum will be emailed to the contact person listed. Please print two copies, have both copies signed, attach your check for \$2800 and mail them to:

MC Strategies, Inc.
111 Center Park Dr.
Suite 175
Knoxville, TN 37922

When your application has been received, it will be approximately 3 days before your agency has been added to the Virginia CDS site. You will be sent preliminary login information as soon as your agency has been added to the site and can schedule your administrative training at that point.

The toll free number for CDS is: 877-353-2767
The alternate phone number for CDS is: 865-934-0221
The fax number for CDS is: 865-531-4708

The client service representatives for CDS are: Donna Kosak, Annie Woodruff, and Michelle Kael

The Role of the Administrator

- **Communications Link:** You serve as the training link between your agency and the CDS implementation coordinator. They are available to assist you by phone at 1.877-353-2767 as well as by e-mail between 8:00 and 5:00 pm EST Monday through Friday.
- **Agency Implementation Coordination:** You provide the roll out for the CDS at your local agency, assist with log-on questions, assist “new learners” with site navigations questions, technical issues etc.
- **Access Management:** Registers, edits and deletes learners, custom lesson plans, learner groups/departments,
- **Agency Content Editing:** Coordinates notations for local agency policy. Can create modules for policy and procedures at the agency level, and the use of Web-links
- **Coordination of “Best Use” Practices:** Works to ensure the best use of the “electronic textbook “. Facilitates with other staff the OJT and Portfolio training,
- **Documentation of Training:** Training records and test scores are privileged information to the learner and agency. Administrator defines how often pre and post tests are taken and a minimum score for completion
- **Assignment and Use of Survey Tools:** Ability to assign staff surveys to track satisfaction and intent to stay, tracking of turnover and vacancy rates